



Westside Toastmasters, For Public Speaking and Leadership Education

Serving Santa Monica, West Los Angeles, and Greater Los Angeles



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Articles on the Development and Structure of Speeches and Other Communications

A key challenge to communicators and leaders is how to define the points you are trying to convey to your listeners, be they for a large audience individual. The objective(s) of your message differ each time whether persuading people to your point of view, managing them, informing them, or entertaining them. These varied focal points demand that you carefully consider the opening and closing of your message to maximize its impact the structure and flow throughout. To view articles covering this general topic class, click on an article title which will cause it to display in the box article list.

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- [Chapter 7](#) - Fault #4: Not Enough Support for Your Ideas, Concepts, and Information
- [Chapter 8](#) - Fault #5: Monotonous Voice and Sloppy Speech
- [Chapter 9](#) - Fault #6: Not Meeting the Real Needs of Your Audience
- Part III - Conquer the Trouble Spots: The Basics—Openings, Transitions, Conclusions, Questions and Answers, and Visual Aids**
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- [Chapter 21](#) - How to Read a Speech or Script Effectively, No Matter Who Wrote It
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- Part VI - Success is Turning Knowledge into Positive Action. Keep Growing!**
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